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ABSTRACT

Since the publication of its first edition in 1965, this book has been a standard resource for setting up and managing cutting-edge small public library facilities. Completely revised and updated, this fourth edition continues that tradition with many more figures (28 in this edition), case studies and sample policies, and new content on grant writing, program budgeting, hiring, and creative compensation. Addressing every aspect of running a small library-from defining the community's characteristics and forming a board to planning a budget to networking with other libraries-this reference will help users to: embrace emerging technologies; improve accountability by using the latest management techniques; maintain funding by encouraging community involvement and addressing local needs; and adapt sample documents (including long-range plan, job descriptions, organizational charts, budget worksheets, policies, and construction plans) to an individual institution. Chapters are: "The Small Community: An Opportunity for the Librarian"; "Library Governance"; "Studying the Community and Developing a Plan"; "From Objectives to Customer Service through Marketing"; "Policies"; "Finance"; "Personnel Administration"; "Operations in Support of the Library's Products"; "Library Systems and Cooperative Arrangements"; and "Outlets for Library Service in the New Millennium." Appendices contain the Library Bill of Rights and the Kendall Public Library (Kendall, Wisconsin) Long- and Short-Range Plans, 1999-2003. Includes an index. (AEF)

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